

Reading Guide

for Secretary of Energy Notice 35-91, *Nuclear Safety Policy*

Objectives

After studying this Secretary of Energy Notice, you should be able to:

- Identify its purpose;
- Identify key concepts; and
- Distinguish between personnel responsibilities.

These objectives will be tested by your ability to pass a quiz with a score of 6 out of 8 or better.

In addition, you should be able to discuss the role of nuclear safety personnel in light of this policy document.

This objective will be tested and approved by your supervisor.

Time

You will need roughly one hour to read SEN 35-91, complete the reading guide, and take the quiz.

Materials

This reading guide, a copy of SEN 35-91, a highlighter, and pen.

Certification

Contact your training coordinator for a copy of the quiz pertaining to this order. Upon passing the quiz, complete the attached certificate for your file.

This reading guide was developed by the Oakland Operations Office, Training and Development Branch, in support of Technical Qualification Standards: Nuclear Safety Systems, Competency 2.10.

For additional copies, contact Margaret Smeaton at 510-637-1840.

Reading Guide

As you read SEN 35-91, use the guide below to focus your thinking and to prepare for your discussion with your supervisor. Taking the time to write your thoughts down will help you retain the information longer and make it more useful to you on the job. Be sure to write down questions as you read. Find a source—perhaps your supervisor—to answer them. You may also wish to highlight sections most pertinent to your job so that you can use the SEN as a job aid for future reference.

Overview

In your own words, state the purpose of the SEN.

The SEN identifies five key implementation actions. What are they?

- 1.
- 2.
- 3.
- 4.
- 5.

Responsibilities

What are the key responsibilities of the Secretary of Energy?

What are the key responsibilities of DOE line managers?

What are the key responsibilities of contractors?

Make a list of your personal responsibilities as they relate to this SEN.

What application does this SEN have to nuclear safety personnel?

Points of Interest

Note items you wish to discuss with your supervisor or that you want to remember for future reference.

Certificate of Completion

Please complete the certificate below. Provide a copy to your personnel office to include in your file and keep the original for your own reference.

I hereby confirm that I took the quiz for SEN 35-91, Nuclear Safety Policy and

() passed

() did not pass

with a score of 6 out of 8 or higher.

Signed _____ Date _____

Accepted by Supervisor _____ Date _____

*I have discussed SEN 35-91, Nuclear Safety Policy, with
_____ and am confident that he/she has a
familiarity-level knowledge of the order.*

Supervisor's Signature _____ Date _____